

GUIDELINES FOR ANNUAL MEETINGS OF THE STATISTICAL SOCIETY OF CANADA • LIGNES DIRECTRICES POUR CONGRÈS ANNUELS DE LA SOCIÉTÉ STATISTIQUE DU CANADA

Updated November 2008 • Dernière révision en novembre 2008

These guidelines were prepared by Christian Léger, Program Secretary (2005-08). They are an important revision of an original version prepared by Charles Patrick, former Public Relations Officer, and revised by Rick Routledge and Paul Cabilio, former Program Secretaries. They contain a summary of Society policy regarding meetings, tasks that have to be filled by the Program Chair, the Local Arrangements Chair, and other members of the Program Committee, and a suggested schedule for future organizers.

The intention is that they continue to be revised as required by the Meetings Co-ordinator. Meeting organizers are urged to keep notes on outdated policy, unrealistic expectations, inappropriate deadlines, important tasks that have gone unmentioned, etc., and to forward these to the Meetings Co-ordinator. Recommendations for procedural improvements will be handled by the Meetings Co-ordinator, with advice from appropriate members of the Program Committee; recommendations for policy changes will be taken to the full Program Committee and Board.

OBJECTIVES

The aims of the Annual Meetings are to:

1. provide an attractive forum for Canadian workers in all branches of statistics to become acquainted and to share knowledge,
2. enable members to become informed on recent developments in statistical methodology, in probability, and in applications,
3. stimulate research on statistical issues of national importance,
4. acquaint members with statistical activities and developments across Canada, and
5. inform members, and other participants, on recent progress in the evolution of the Society and the Statistical Community in Canada.

ROLES OF THE PROGRAM COMMITTEE MEMBERS

Meetings Co-ordinator:

- is the elected officer responsible for overseeing all matters related to the SSC Annual Meeting.
- chairs the Program Committee
- co-ordinates the activities of the Program Chair, the Local Arrangements Chair, and the individual in the Office responsible for dealing with registration matters, so as to ensure the success of the meeting.
- solicits bids from potential candidate sites for the organization of future meetings.

Program Chair:

- is the appointed officer responsible for the scientific content of the SSC Annual Meeting
- is appointed by the incoming President-elect who will in fact be SSC President when the meeting takes place. Such appointment should occur early in the term of the President-elect
- is responsible for the organization of the invited program, working in close collaboration with the Section Presidents who are responsible for their section's invited sessions
- manages the speakers' budget
- receives all abstracts as they are submitted
- schedules the sessions and is in touch with the speakers
- works closely with the Local Arrangements Chair to ensure that material needs are being met (e.g., identifying the number of poster boards needed).

Local Arrangements Chair:

- is the appointed officer responsible for the material organization of the meeting
- is appointed by the SSC Board of Directors at the time that the location of the meeting is decided
- is responsible for securing rooms for the meeting, organizing the social events, blocking hotel and residence rooms, preparing the program book, budgeting all activities (other than the invited speakers' budget), raising funds, contacting publishers and other exhibitors, responding to all requests regarding the non-scientific aspects of the meeting, and managing a secretariat during the meeting
- works closely with the Program Chair, the Meetings Co-ordinator, and the SSC Office.

Section Presidents:

The Section Presidents are members of the Program Committee since they are responsible for their section's invited sessions for the Annual Meeting during the year of their presidency. Naturally, their involvement usually begins when they are Section President-elect. Recently, each section has been asked to organize a total of four invited sessions each. These include, when appropriate, sessions where a special speaker is invited by the section. Such special invited section sessions will last 60 minutes in a 90 minute slot unless discussants are included.

Chair of the Bilingualism Committee:

- is responsible to ensure that the bilingualism policy concerning the meeting is implemented.
- oversees the translation of abstracts for the program book; recruits students willing to translate the abstracts (for a fee) and, with the members of the committee, supervises the translation to ensure adequate quality.
- ensures that the deadlines will be met.
- receives all abstracts as they are submitted.

Treasurer:

The SSC Treasurer is involved in many of the financial operations of the meeting.

- is responsible for reimbursing the speakers' expenses after the meeting
- is in contact with the Office regarding the collection of registration fees
- receives all correspondence regarding the amounts promised to speakers
- is consulted whenever contracts need to be signed on behalf of the SSC, and is one of the signers for such contracts.

SCIENTIFIC CONTENT OF THE MEETING**Special Addresses:**

The meeting includes the following three plenary sessions

- Gold Medal Address
- Presidential Invited Address
- CRM-SSC Prize Address.

These are to face no competition from other simultaneous sessions and are usually scheduled for 60-75 minutes.

In addition, there are to be sessions devoted to

- Pierre Robillard Award Winner's Address,
- *Canadian Journal of Statistics* Award Address

The SSC Award for Impact of Applied and Collaborative Work may also have a session if the Executive Committee on recommendation of the Adjudicating Committee chooses to recognize the recipient in that way.

The Program Chair should exercise discretion in scheduling these presentations. In scheduling parallel sessions, the Program Chair should take, taking into consideration their importance, by for instance scheduling as few invited paper sessions at the same time as possible. Until 2005, the Pierre Robillard and CJS Addresses were scheduled together in a 90 minute slot. Since 2006, they are in separate sessions of 60 minutes in a 90 minute slot. The SSC Impact Award session was organized for the first time in 2009 and was presented by the previous year's award winner (as with the Gold Medal). The format of this session will depend on the winner and the nature of the contributions.

Invited Sessions:

The Program Chair and Section Presidents will ensure that there are invited paper sessions of interest to each of the sections and major interest groups. Each section normally organizes four invited sessions. Section presidents are invited to co-ordinate among themselves. In some cases, it may be desirable that sessions be sponsored by more than one section. The total number of invited sessions, including special addresses and other special sessions, varies from year to year. For the 2003-2007 meetings, the total number varied between 38 and 45. Since 2004, a call for proposals of invited sessions has

been published on the d-ssc list so that members can directly participate in the planning of the meeting. The Program Chair also solicits organizers for certain topics. It is important to ensure a balanced program that will be attractive to members of the sections and those who are not members of any section, to applied and theoretical statisticians, as well as to probabilists. The Meetings Co-ordinator maintains a document that contains detailed information about all meetings since 2000, including the title and organizer of all invited sessions. This information is useful to ensure adequate coverage of topics over a few years.

Invited sessions are 90 minutes long and usually include three 30-minute talks. Some section sessions involve a single special invited speaker. In order not to give more importance to these sessions than to the SSC special invited lectures, such a session is limited to 60 minutes unless discussants are involved

Contributed Sessions:

A call for proposals for contributed talks and posters is published in *Liaison* and through the d-ssc list in the fall. Contributed talks are 15 minutes long so that six can be scheduled per 90-minute sessions. Speakers can submit an abstract to be scheduled in a session of one of the sections, or in a general session. The abstracts are not really submitted to refereeing, but in the rare instance where they are clearly inappropriate, the Program Chair can refuse an abstract. The number of contributed sessions depends on the location of the meeting and has ranged between 20 and 27 during the 2003-2007 meetings. The deadline to submit an abstract can vary, but is usually set at the Friday closest to February 15. It is early so as to allow the construction of the sessions, but more importantly, the translation of all abstracts.

Poster Sessions:

Researchers wishing to present their work can elect to present a poster rather than making an oral presentation. This mode of presentation is quite popular in other fields. For many years, there was a single poster session and it took place either during the Sunday night reception or throughout the day on Sunday. Some efforts have been made in the past to increase the profile of poster sessions. In 2000, the poster session was scheduled unopposed on Monday morning. In 2008, the posters were divided in three sessions scheduled Monday-Wednesday. Posters were installed in the morning and left there for the whole day with the presenters expected to be by their poster during a 90-minute time slot at the beginning of the afternoon. This way, participants could take a look at them for an extended period of time and interact with the researcher during a specified time period. In 2009 there were two sessions on each of Monday and Tuesday.

Case Studies in Data Analysis:

The case studies, in which individuals or teams are invited to analyze one of two data sets, are viewed by many members as a very successful way of giving graduate (or undergraduate) students valuable training in applied statistics, while at the same time

providing them with an opportunity to raise their profile at the meetings. There is a strong sentiment that they continue to form an integral part of the program.

Normally the Program Chair appoints a co-ordinator or two, early enough to permit posting of a description of the problems and their data set in early January. Many institutions use the data as part of a data analysis course in the Winter, and use this course to select teams of students to send to the meeting. The co-ordinator also advertises the case studies through the d-ssc list. The co-ordinator identifies someone able to field questions from the analysts dealing with, for example, the scientific background of the problem or apparent problems with the data. In this regard, it is very valuable if the owners of the data sets are available to answer scientific questions regarding the background, the design and the objectives of the study, but it could also be the co-ordinator.

Until the 2007 meeting, the presentations for the case studies were made orally in two 90-minute sessions. This led to some scheduling problems when the number of teams interested in each data set was drastically different, something that occurred a number of times. As of 2008, each team must prepare a poster and an Award is presented to the best team for each case study. To facilitate the selection of winners in a timely fashion, so that announcements can be made at the Banquet, the posters should be scheduled on the Monday. In 2008 and 2009, they were scheduled in the Monday poster session alongside other posters. The co-ordinator must also prepare a poster giving a description of the data set and its background so that the presentations of the teams need not concentrate too much on this aspect.

The deadline to enter the competition is usually set around March 15. It is later than the contributed papers deadline, since teams must have some time to look at the data sets before deciding whether to participate. Teams contact the co-ordinators to express interest in participating. Names of the participants must be communicated in a timely fashion to the local organizer to ensure their inclusion in the Program Booklet. The adjudication of the awards is handled by a committee under the umbrella of the Awards Committee. Further details on the Award can be found in the Awards Committee section of the Handbook. The terms of reference for the award mention that the co-ordinator, in conjunction with the editor of the CJS, should promote the publication of selected edited versions of these analyses, as a Case Study in Data Analysis in the CJS, but this has not happened for many years.

Other Sessions:

- *Late Breaking Session*

This is a session on a topic that may not have been foreseen when the program was completed. It has sometimes been held late on the Sunday afternoon. Such a session is sometimes organized through a call for proposals by the Publications Officer. This is sometimes used to promote statistics in the general public. Recent examples include Accreditation of Professional Statisticians in Canada (2004) and The Changing Annual Temperature Cycle in Atlantic Canada (2003). None were organized in 2005 or 2006. One session in 2007 was labelled as such, but was not really planned as such. Because of the special nature of the 2008 meeting with SFdS, none was organized.

- *CJS Read Paper Session*
Two such sessions were organized as part of the SSC Annual Meeting, one in 2000 and one in 2001. Another one was organized independently of the Annual Meeting at CRM. The *CJS* Editor must identify papers that could be suitable for such a session a long time in advance, and discuss it with the Program Chair.
- *Caucus for Women in Statistics*
Every year, a special session is organized by the Caucus for Women in Statistics. The session usually showcases the work of three women in a given area. Sometimes, the session is devoted to a gender-related topic.
- *Invited Sessions Organized by other Societies or Organizations*
Between 2002 and 2006, some other societies have regularly been invited to organize invited sessions (with the usual funding provided to invited sessions). The IMS and the Bernoulli Society have been the most regular, but the Canadian Applied and Industrial Mathematics Society (CAIMS), and the Canadian Operations Research Society (CORS) have also organized sessions at two meetings each. Often, these sessions were not necessarily very different from SSC sessions, as they typically asked an SSC member who also happened to be a member of the other society to organize the session. So a decision was made starting in 2007 to stop asking other societies to organize such sessions. The 2008 meeting being joint with SFdS was of course different. On the other hand, if a Program Chair feels that a topic from another field should be of interest to our membership, it may be appropriate to ask another society such as CAIMS or CORS to help organizing such a session. But this should not be done on a routine basis.
- *NICDS*
The National Institute on Complex Data Structures (formerly the National Program on Complex Data Structures) has organized invited sessions at the SSC Annual Meeting since 2006. These sessions were entirely funded by the NICDS. One objective of such sessions was to increase the understanding from SSC members of the type of research being done by the NICDS. These sessions were facilitated by the fact that the Program Chair during that period was also Chair of the NICDS Board of Directors. If the NICDS funding is renewed in 2009, they intend to organize an annual meeting of the institute and a more formal arrangement between the SSC and the NICDS should be sought.

Workshops

Section Presidents in consultation with the Program Chair will organize workshops that take place on Sunday. The Biostatistics, Survey Methods, and Business and Industrial Statistics Sections have been organizing workshops for years; the Probability section is organizing its first workshop in 2009. For sections, workshops are planned so as to generate profits.

The workshops will usually be aimed at applied statisticians wishing to enrich their professional expertise, as well as to students. Of course, the target audience of a workshop organized by the Probability section will be somewhat different. This activity has been highlighted by society members working in smaller government agencies and in private industry as potentially the most beneficial component of our meetings. Some

participants only register for a workshop, but their number is usually very small. This is more likely to happen with specially targeted subjects when the meeting is held in a big city. Some sections invite famous researchers to give a workshop, and to minimize costs and maximize impact, they also invite them to give an invited talk. For instance, in 2003 BISS invited Douglas Montgomery to give a workshop and the Isobel Loutit Special Invited Address.

Workshops can last a full day or half a day. Registration fees are determined by the host group, usually the Section representative on the Program Committee, following consultation with the Meetings Co-ordinator. It is desirable that the registration fees be identical when the workshop duration is the same. The online registration system can accommodate separate pricing for each workshop. On the other hand, it does not currently allow registering for more than one workshop so that it is assumed that all workshops are held concurrently.

The direct costs of any special arrangements for workshops, receptions, etc., organized by special interest groups should be borne by the host group. However, more standard costs such as general announcements with the Annual Meeting information or for standard rooms will be borne as a meeting expense. The host group is responsible for providing full information on the workshop, including contents and fees, to the Program Chair, and *Liaison*. This information will also be provided to the Local Arrangements Committee in addition to requirements such as meeting rooms, refreshments, etc. for inclusion on the website. Any special need of the host group (e.g., access to a room that can accommodate laptops) or limitation on the part of the local arrangements committee should be discussed as early as possible by the workshop organizer and the local arrangements chair.

Further, the host group is responsible for checking that the workshop is attended only by legitimate registrants. Usually, when the Office prepares the name tags, a system with coloured dots is used to identify the participants to a workshop. As for those who only participate in a workshop, their name tag is different, e.g. different colour. The local arrangements committee must ensure that the meeting secretariat is open well before the beginning of the first workshop so that workshop participants can get their registration package and that those who did not register for a workshop can do it onsite.

A workshop dedicated to accredited members has been identified as a potential benefit of being a P.Stat or an A.Stat. It is not clear exactly how such a workshop would be different from a section's workshop. It was envisaged for the 2008 meeting, but in the end, it could not be organized. It should be explored for future meetings.

Non-scientific Components of the Meeting

Social Events:

- *Opening Reception*

It usually takes place late afternoon or early Sunday evening. Since it is a reception, many participants go to a restaurant afterwards and so it must not be scheduled too late. Tickets for some free drinks are usually included in the registration package. Whenever possible, this should be hosted by a group other than the Society. Often this event has been sponsored by the host institution, but in 2006 the NPCDS was the

sponsor.

- *Banquet*

The banquet is the traditional opportunity for formal presentations of awards, and recognition of special contributions to the Society. It also provides a valuable opportunity for members, and their families, to interact socially. It is a cherished tradition. It is included in the registration fee of the meeting, but to help in planning the appropriate number of meals, a choice of meal must be made when registering online; otherwise no ticket will be provided. Additional tickets can be purchased upon registering. In 2009, attendance was much higher than predicted, and an early cutoff date for banquet registration was set. There was no discount for participants who missed the cutoff; an effort was made to get tickets for them.

Traditionally the banquet is scheduled Tuesday evening, following the Annual General Meeting, and ample time should be set aside to allow participants to get to the banquet following this meeting. The evening usually starts with a cash bar, with dinner beginning about 30 minutes later. The dinner is followed by a brief awards ceremony, and possibly some further short, light entertainment. In addition to some memorable speeches, music has also proven to be popular.

- *Graduate Student Mixer*

The Board has requested that this event be free for graduate students. In the last few years, this has taken the form of a barbecue. Other conference participants are also welcome to purchase tickets. In 2007, this activity took the form of a Newfoundland Soirée in St. John's. Again, to diminish waste, students are asked to confirm that they will attend when they register.

- *Other Social Events*

The Society encourages the local organizers to include a special event on the evening before the banquet. Some of these events have taken place after the Graduate student mixer. Past successes have included

- a logger sports demonstration at the Victoria meeting (1988),
- barbecues in Ottawa (1989) and Edmonton (1992),
- the Newfoundland Soirée in St. John's (1990 and 2007),
- square dancing and lobster in Wolfville (1993), and
- line dancing in Banff (1994).

These can sometimes be co-hosted by third parties, as were the barbecue in Ottawa (1989) and the Soirée in St. John's (1990).

The Caucus for Women in Statistics regularly organizes a dinner for all interested participants. Help is often sought from the Local Organizer to identify a restaurant where they could go, and to help post a sign-up sheet. Occasionally, they organize a reception and the Local Organizer puts them in contact with a caterer. Some universities (e.g. Waterloo) also organize similar reunions and seek help from the Local Organizer. Such receptions organized by sections or other identifiable interest groups are to be encouraged. They enrich the program, encourage broader meeting attendance, and potentially provide new Society members. In 2008, the Committee on New Investigators organized a social event.

Business and Other Meetings

- *Opening Remarks*

The announcements of new Honorary members, and the winners of the Gold Medal Award, the Distinguished Service Award, the Pierre-Robillard Award, the CRM-SSC Prize, the *CJS* Award, and the SSC Impact Award will normally be announced at the Opening Ceremonies, with the actual awards to be presented at the banquet. Since 2008, the winners of the CRM-SSC, *CJS* and Pierre-Robillard Awards have been announced before the meeting through the d-ssc list and on the SSC website to allow publicizing the presentations of the winners at the meeting. This way, the names of the winners, their title and abstracts can also be included in the Program book. The duration of the opening remarks varies between 15 and 30 minutes depending on the presence of local officials wishing to address the audience. Given the financial contribution of these local institutions, some flexibility must be exercised to allow them to promote their institution to the audience.

- *The Annual General Meeting of the Society*

This must not be scheduled in competition with any other event. A slot of ninety minutes should be set aside for this meeting, which normally occurs in the afternoon of the day of the banquet, usually on Tuesday, right after the last scientific session. A large room with adequate audio-visual equipment (including microphones) should be planned.

- *Annual General Meetings of Sections*

Section Annual General Meetings are usually held after the last scientific session on Monday afternoon. Separate rooms for each section should be planned. If special needs are expected (e.g., beverages and food), section officials should contact the Local Arrangements Chair as early as possible. Direct costs of any special arrangements such as refreshments or materials should normally be borne by the host group. However, more standard costs such as general announcements with the Annual Meeting information or any charges for standard meeting rooms should be absorbed as a meeting expense.

- *Meetings of Committees of the Society*

Most of the SSC committees meet during the meeting. The SSC Executive Secretary contacts all Committee chairs (as well as some other groups, such as the NICDS) to find out which committees wish to meet and to assign the various time slots. Most committee meetings take place either over breakfast or lunch, Monday-Wednesday. Some committees meet on Sunday morning before the Board of Directors meeting. The Board of Directors meet Sunday afternoon (with lunch served) and again on Wednesday after the last scientific meeting (with dinner served). These meetings usually take place on campus. The Executive meets on Saturday night, usually at a hotel, and again on Wednesday after the Board meeting at the same location as the Board meets.

The Executive Secretary communicates the needs in terms of rooms and catering to the Local Arrangements Chair. The cost of catering for the Board meetings should be borne by the Annual Meeting. For the breakfast and lunch committee meetings, it is important to find a location close to the scientific meeting rooms. Since meeting participants need to eat, food must be provided or the meeting rooms must be close to an area where food can be obtained. If possible, the Local Arrangements Chair should

plan food expenses for committee meeting participants in their budget. Different possible arrangements can be made. Some years, a caterer brings food in a room for meeting participants only and various tables are set aside for the various committees. Other years, food vouchers are distributed to meeting participants who then go to a cafeteria to get food and they meet at tables set aside. In this case, only meals actually taken are charged to the meeting. The worst setup is when the meeting takes place in a separate room and a (high) fee is charged for each participant for a compulsory buffet. It is important that the lunch period be of 90 minutes as a 60-minute lunch does not allow ample time to have lunch and hold adequate committee meetings.

- *Open Meeting with the NSERC Statistics Grant Selection Committee*
This meeting has usually two objectives: to summarize what happened in the last competition, and to present a tutorial on how to prepare a successful grant application. This latter objective is especially important for new researchers. In 2007, 2008 and 2009, NSERC has requested a separate meeting to present some restructuring issues to the membership at large. Scheduling such meetings is more and more difficult with a very full agenda. The first meeting has often been scheduled after the last scientific meeting on Monday, in parallel with the section AGMs. The second one has been scheduled over lunch. The NSERC Program Officer for the Statistics GSC usually tries to contact the SSC to organize this meeting sometime in February or March. In 2009 the Meetings Co-Ordinator needed to remind NSERC about these meetings. The main SSC contact should be the Meetings Co-ordinator as this person is in charge for more than one year. Of course, he would be in touch with the Local Arrangements Chair about this meeting.
- *Meeting of Statistics Chairs*
Over the last several years a meeting has been held on Sunday of department chairs or their representatives to discuss issues of mutual interest. Often, presentations are given describing a particular department's program and administration. Such meetings have in the main been organized by the chair of the department of the host institution. More recently the Executive Secretary has helped to get such a meeting organized. For 2009, the Executive Secretary has asked a SSC member the help organize such a meeting, and to this end, access has been given by the Office to the CMS math chairs list.

Material Arrangements

Facilities and Requirements:

Ideally, all talks should be located in rooms that open off a large central area. This large central area should accommodate all coffee breaks, the commercial exhibits, and if possible the contributed posters.

Minimal Requirements for Meeting Rooms:

- One large lecture room capable of holding 300-500 people. Attendance recently has ranged from 320 (Saskatoon, 2005) to 620 (Vancouver, 2009). It is useful to plan to have two screens with two overhead or data projectors as the plenary talks will often be given in two languages. This room should be as close as possible to the rooms for the other sessions.

- Nine smaller contiguous rooms capable of holding 50 to 150 people. There were up to ten, seven, nine, seven, and seven parallel sessions in 2009, 2007, 2006, 2005, and 2004 respectively, including up to six, five, six, six, and five parallel invited sessions. The rooms should all have an overhead projector as well as a data projector.
- Reception, banquet, and BBQ halls capable of holding the anticipated number of participants.
- A room for book exhibitors and advertising displays. The location of this room is crucial for their business and therefore for the price that we can charge them. It has to be located in such a way that the participants will easily see it and will almost have to go! A location in the immediate vicinity of the coffee breaks or one that the participants have to pass in front of to go to the coffee breaks is ideal. An Internet access must be provided (possibly for an extra fee). Some exhibitors have even expressed interest in the possibility of renting monitors so that they can easily present material on a screen larger than a laptop without having to bring this equipment with them. Note that the book exhibitors' area must be secured at night, which can complicate the selection of the most appropriate location.

Layout

- The set-up should promote “dropping-in”.
- The necessity of using maps to find sessions should be minimized.
- Each room should be clearly labelled on the plan in the Program Booklet. Where necessary, direction signs should be placed to guide participants to the main lecture hall and coffee area and from there to the smaller rooms for technical sessions and committee meetings.
- If feasible, the door of each room should have clearly legible signs:
 - One corresponding to the label on the plan
 - Another sporting the Session name, as shown in the Program Booklet

This would mean assigning a prior responsibility for changing this sign promptly.

Accommodations:

The Local Arrangements Committee must contact local hotels and university residences to set aside blocks of rooms. The number of rooms depends on the location, the overall availability of rooms in the area, and the type of rooms. To get an idea of the arrangements that were made in recent meetings, in 2004, 270 hotel rooms (in four hotels) and 200 residence rooms were booked. In 2005, 200 hotel rooms (in two hotels) and 100 residence rooms were booked. In 2006, 175-200 hotel rooms (in four hotels) and 400 residence rooms (all of Elgin Hall) were booked. In 2009, 222 hotel-style rooms have been booked and 160 residence rooms (single rooms/shared bathroom) were booked. Generally, no deposit is necessary (except sometimes for residences) and the hotel contracts do not have financial implications as there is a deadline after which the rooms are released. For any contract having financial implications, the Treasurer must ~~should~~ be consulted.

Support Arrangements:

1. Technical Sessions

- Electronic data projectors and overhead projectors should be provided in every room. Students or members of the local organizing committee should be present in every room to help with possible problems with the data projectors.
 - Whenever possible, water jugs and glasses for speakers should be available, especially for the invited paper sessions.
 - In the past, slide projectors used to be made available, but we no longer offer this possibility when researchers submit their abstract and identify their audio-visual requirement.
2. Morning and afternoon coffee breaks should be supplied with the following items, preferably close to the rooms for the technical sessions:
- Coffee
 - Tea
 - Juices
 - Fresh fruit
 - Muffins, cookies or doughnuts.

Caterers should be reminded that two or more self-serve stations are required to eliminate long single line-ups. Sponsored catering might be able to be arranged for this service. Any sponsorship should be acknowledged prominently. The location of the coffee breaks is very important and should be planned in such a way to guarantee maximum traffic for the exhibitors.

3. Meeting Secretariat. It should be made up of at least 2 persons for the duration of the Meeting. It should be able to handle onsite registration. Sunday morning, it should be open at a time that allows workshop participants to get their meeting material or to register onsite. It should also be capable of either providing, supporting or summoning at least the following:
- Message Centre
 - Reproduction Service
 - Micro-Computers with printers
 - Telephone and Fax preferably on a pay-per-use basis
4. Computer Room
- Meeting participants should have access to computers to check on their mail. Often, individual accounts are set up to have access to the computer room of the host department with a login name and a password supplied in the registration material; alternatively, wi-fi access for participants may be arranged.

Other Arrangements:

- *Day Care*
The Board has requested that Day Care be provided at the conference. Many years ago, the Board approved the provision of minor subsidies if required. The size of the subsidy is at the discretion of the Local Arrangements Committee and SSC Treasurer. But this has not been done in recent years. In 2007 to 2009, the Local Arrangements Committee identified private companies that could offer day care services.
- *Employment Opportunities*
A Job Fair used to be organized, but this was discontinued because of an overall lack of interest.
- *Souvenirs*

Many years ago, the Annual Meeting used to offer souvenirs for sale. However, unsold and misplaced inventories, along with financial risks have discouraged meeting organizers from continuing this tradition. The Board requires that any individual wishing to create a souvenir discuss the idea with the Executive, and that the individual accept responsibility for any unsold inventory.

General Policy

Location of the Meeting:

The location of a meeting is decided at the May-June Board Meeting, upon a recommendation of the Program Committee, three years prior to the meeting. There is a four-year regional cycle for meetings, with a meeting in Atlantic Canada in 2007+4n, in Western Canada (Manitoba, Saskatchewan, Alberta, and British Columbia) in 2009+4n, and in Central Canada (Québec and Ontario) in even years.

Policy on Bilingualism:

Although the particular implementation has changed from year to year, the SSC Board has repeatedly supported the overall principle of a bilingual Annual Meeting. The Program booklet is fully bilingual, with all material, including abstracts, appearing in both official languages. On submitting an abstract, a researcher is invited to provide it in both languages if possible. As a sign of encouragement, a Prize for Bilingual Abstracts consisting of a free membership in the society for the following year has been organized since 2006. All suitably bilingual abstracts are entered into a draw. Moreover, since 2008, the language that will be used to make the oral presentation as well as the language of the visual aids must be provided when submitting the abstract, as this information is included in the Program booklet. We invite speakers who can, to speak in one language and prepare visual aids in the other official language. This policy is advertised on the website as well as in the formal letters to invited speakers. The translation of the abstracts is supervised by the Chair of the Bilingualism Committee, and the rest of the Committee helps with revision. Volunteer labour should be acknowledged in the Program Booklet. For many years now, the actual translation has been done by graduate students at Université de Montréal. They need easy access to the abstracts. Prior to 2009, they resided on the computer system of the Centre de recherches mathématiques. In 2009, they were hosted at the University of Western Ontario, with svn access available to the Program Chair and the translator. To reduce the overall workload, abstracts are limited to 100 words. The current cost of translating an abstract is \$20. In the recent past, the number of abstracts in the Program Booklet, including the bilingual ones, was 236, 190, 242, 207, and 361 for the 2004-2007 and 2009 meetings, respectively.

Whenever possible, efforts should be made to ensure that the visual aids of the Special Invited Lectures which are plenary be translated. This has been done in the last few years. It requires good planning and the speakers must be warned long in advance as they need to provide their visual aids in advance to allow translation. This translation has been done by volunteers in an *ad hoc* way. In 2009 the translator at the Université de Montréal was paid to do the translations. Many years ago, the Board recommended that the Bilingualism Committee not feel obliged to provide extensive free labour and that the full cost of such translation services be borne by the Society. Meeting organizers should check for the

latest arrangements with the Meetings Co-ordinator and the Bilingualism Committee Chair.

Registration Fees:

The registration fees structure has been pretty much the same for many years. It is basically a three-way table with factors: membership (or invited speaker) or not, type of membership, and early or late registration. In 2008, the fees for a member who registered early were \$400 (regular), \$125 (student), and \$200 (retired). The fees for a non-member were those for a member plus the cost of becoming a member *including a subscription to CJS* (\$534, \$150, and \$247, respectively in the same order). These participants eventually become members of the SSC, and they are treated as such for the purpose of determining the fees for a workshop. Membership fees increased after April 15 by \$50 (regular), \$15 (student), and \$25 (retired). The differential is to encourage everyone to register early to facilitate planning.

The registration fees for the workshops are determined by their organizers. Nevertheless, the SSC encourages similar fees for workshops of similar duration. Usually the Meetings Co-ordinator contacts the Section presidents to try to come up with a common fee structure. On the other hand, only non-members who register *only* for a workshop pay the non-member fee as non-members who register for the meeting are treated as members for the purpose of registering for a workshop since they are essentially paying their membership fee. In 2008, the fees for regular, student, and retired members were \$175 (\$200), \$60 (\$60), and \$85 (\$100) for early (late) registration. For non-members, the corresponding fees were \$210 (\$240), \$80 (\$80), and \$105 (\$120).

Registration Policy for Speakers:

To prevent the problem of no-shows during sessions (especially contributed sessions), the Board adopted a registration policy for speakers in October 2005 whereby all speakers must register and pay registration fees before the early bird deadline. If they don't, their paper is withdrawn from the program. Invited papers pay the member rate, whether they are members or not; if they are not members, they do not become members. This policy is indicated on the website in the section on abstract submission. It is also mentioned in the letter to invited speakers. Close to the deadline, the Program Chair writes to all speakers to remind them of this policy and the deadline. Right after the deadline, the list of speakers who have not registered by the deadline is sent to the Program Chair who writes to them and gives them a new deadline. In the case of an invited speaker, the session organizer is put in cc. After that new deadline, the Program Chair and the Meetings Co-ordinator take a decision. Invited speakers would rarely be removed from the program, but speakers from contributed sessions who do not register after that second deadline are usually dropped off the program. Bear in mind that the goal of the policy is to considerably reduce the number of speakers who don't show up for their talk or poster.

Refund Policy:

In October 2005, the Board adopted the following general refund policy which must be tailored every year to the dates of the meeting:

1. All cancellations must be submitted in writing to registrations@ssc.ca and treasurer@ssc.ca;

2. Cancellations received by the Friday 5 weeks before the meeting will be subject to a cancellation fee of the amount we are charged to register one participant (\$40 was the amount used in 2008);
3. Cancellations received between the Saturday 5 weeks before the meeting and the Thursday two weeks before the meeting, will be subject to a cancellation fee of the amount we are charged to register one participant plus the amount for the Banquet (\$105 in 2008); BBQ, extra Banquet tickets and workshop registration will be subject to a 40% cancellation fee;
4. Any cancellations received after 11:59 p.m. EDT, the Thursday two weeks before the meeting will not be refunded.

The refund policy is on the website. As always, special circumstances and exceptions are treated with care.

Budget for Invited Speakers' Expenses:

The budget for invited speakers is proposed by the Program Chair, after consultation with the Local Arrangements Chair and the Treasurer, and approved as part of the meeting budget by the Board of Directors. The speakers' budget must first cover the expenses of the Special Addresses, including the Prize winners. Since the speaker of the President's Invited Address is usually from outside the country, or outside academia, the amount should cover travel, hotel, registration, and a per diem for meals. Sometimes, the President uses his own funds to supplement and/or diminish the SSC's share. For the Gold Medal, and the CRM-SSC Prize winners, it is assumed that they have good NSERC grants, and so no funds are usually provided. The winner of the Pierre-Robillard Award is treated similarly to the President's Invited Address. The winner of the CJS Award, if Canadian, is often treated as a CRM-SSC Prize winner, whereas if from outside Canada, the winner will be treated as a Pierre-Robillard winner. If an SSC Impact Award session is held, its budget will have been allocated by the Executive Committee when the form of recognition was determined. For all other invited sessions, organizers may request funding for their session, with the expectation that Canadian researchers holding grants will fund themselves. The sections expect to up to \$3,200 each for the four invited sessions that they organize. They should have flexibility in the way they allocate this money among their four sessions, and are expected to follow the same principles for funding as for other invited sessions

Letters are prepared by the Program Chair, in consultation with the Treasurer and the Meetings Co-ordinator, for each invited speaker, including those for which no funding is provided. These letters mention the session, the organizer, the duration of the talk, the bilingualism policy, the deadline to submit the abstract, the deadline to register and the fact that it is SSC Policy that all invited speakers must pay registration fees. For those who receive funding, the maximal amount and the type of expenses that can be reimbursed are spelled out, as well as the deadline to claim a reimbursement and the person to contact with the receipts (the Treasurer). They are also told that expenses are only reimbursed after the meeting and that they cannot have an advance. For those who do not receive funding, they are told that due to budget limitations we cannot provide any funding. The Treasurer and the session organizer are in cc.

The Program Chair is in charge of the speakers' budget. It is important not to allocate the entire budget in the fall preceding the meeting. Some Prize winners will only be chosen

in the winter and the locations of the winner and the meeting will help determine an adequate total amount that will take into account travel. Moreover, some unexpected needs often come up later on in the year, and the Program Chair must be in a position to address them.

Student Travel Awards:

Every year, participation of graduate students is encouraged through student travel awards. The awards are under the responsibility of the Student Travel Awards ad hoc committee. Guidelines are available in that committee's section of the Handbook. Here is a brief summary. The budget is communicated to the Chair of the Committee by the Treasurer in November. The announcement of the awards is given on the meeting's website, and the Chair of the committee sends announcements on the d-ssc list. Candidates must submit their application to the Chair by a deadline. The committee chooses the winners, and expenses are reimbursed by the Treasurer after the meeting.

Student Presentation Awards:

Since 2008, another encouragement for student participation is the Student Presentation Awards. Under the responsibility of a sub-committee of the Awards Committee, guidelines for these awards will be found in that committee's section of the Handbook. Starting in 2009, students who wish to enter the competition will so indicate when they submit their abstract. There are two categories: poster and oral presentations. If the total number of oral presentations is not too large, they will be scheduled in contributed paper sessions according to the subject of the paper. If the number is large, they will have to be scheduled in special sessions for student presentation talks to facilitate the judging. In either case, these sessions should be scheduled early in the meeting (e.g. on Monday) as winners must be selected in time to prepare award certificates to be distributed at the Banquet. This also applies to the poster presentations.

Best Case Studies in Data Analysis Awards:

Since 2008, awards have been presented to the best posters of the Case Studies in Data Analysis. Under the responsibility of a sub-committee of the Awards Committee, guidelines for these awards will be found in that committee's section of the Handbook. The Case Studies posters must also be scheduled early in the meeting.

Other Budgetary Considerations:

For many years, the Canadian mathematical institutes (CRM, Fields, PIMS, and MITACS) have jointly provided \$10,000 to fund the SSC Annual Meeting. (They also provide the same amount to the CAIMS Annual Meeting, as well as each of the two CMS meetings.) In the fall, the Program Chair sends a proposal outlining the scientific content of the meeting along with a budget to the directors of each of the institutes. Although the money comes from the four institutes, the Treasurer sends an invoice with expenses totalling \$10,000 to the Head of Administration at CRM, presently Vincent Masciotra, after the meeting. The contribution of the institutes is acknowledged on the website and in the Program booklet.

Another source of funding is exhibitors. The amount charged should depend on attendance, but let's not forget that the fee charged is only a small part of the total expense of sending a representative. In 2004 in Montréal, the fee was \$600 per table whereas \$300 was charged for inserting a flyer in the conference bag. A total of \$3,300 was raised that year. In 2008, a much larger meeting, joint with SFdS, we charged \$750 for one table, \$1,250 for two tables, and \$150 to include a one-page ad in the conference bag. Note that exhibitors are often only interested in staying a day and a half. The list of exhibitors and the contact person is transmitted from previous local organizers to the next.

Another source of revenues is grants and sponsorships (beyond the contribution of the mathematical sciences institutes). This is usually under the responsibility of the Local Arrangements Chair who can, of course, identify a member of his committee to be in charge of fund raising. The most natural source is the host university, usually through the VP-Research Office, the Dean's Office or the department. Former students working in companies and governmental agencies can help raise revenues. They are often instrumental in identifying the right contact person within the organization that can make the difference between a successful and unsuccessful request. From 2004 to 2006 we raised \$11,600, \$1,100, \$9,000, and in 2007, \$5000 plus a special contribution of \$4,500 from AARMS for a total of \$9,500.

In order to thank the hosts of the meeting, the SSC Board adopted a motion in 2004 that gives a fund of up to the first \$6,000 of budget surplus for SSC scholarships if the meeting generates a surplus.

Finally, it is important to note that the difference between the non-member and the member fees is not considered net revenue for the meeting. In other words, an equivalent expense for membership fee must be included so that the net contribution of any registration fee is the member rate.

WEBSITE

The meeting's website is under the responsibility of the Local Arrangements Chair. Part of the SSC website, it is managed by its Content Management System. Alan Kelm, the current Web Services Manager at CMS, creates the site which is then managed by the Local Arrangements Chair.

Although a preliminary version of the website should be posted as early as possible, a version containing most of the information should be available by late December - early January. It is desirable that the date at which the full website is launched coincides with the date at which the online abstract submission and online registration systems are ready. To allow time to fix minor startup problems, the website should be set up as early as possible after the budget for the meeting is approved by the Board.

Previous meetings' websites are still available. After some introductory remarks, important links include (the letter in parentheses indicates the person responsible for the content of the item with M for Meetings Co-ordinator, P for Program Chair, L for Local Arrangements Chair), C for the chair s of the relevant committees.

- Call for Contributed Papers (P) (after the deadline, the link to the online abstract submission system is closed on the page)

- Invited Talk Abstract Submission (P) (the link to the online abstract submission system for invited talks may be kept open (perhaps after renaming) even after the deadline to accommodate the stragglers, and eventually, if time permits, the Prize winners)
- Program
 - Invited Sessions (P) (eventually also contributed sessions; later replaced by the Program Book)
 - Workshops (P)
 - Case Studies (P)
- Online Registration (L)
- Pricing List (L) (a link to a page of the online registration system)
- Refund Policy (L)
- Social Events (L)
- Accommodation (L)
- Daycare Service (L)
- Student Presentation Awards (C)
- Student Travel Awards (C)
- Best Case Studies in Data Analysis Awards (C)
- Prize Draw for Bilingual Abstracts (C)
- Restaurants and Other Services (L) (if appropriate)
- Sponsors (L)

For many of the pages under the responsibility of committee chairs,, the content changes little from year to year, but it involves many different people that must be co-ordinated by the Meetings Co-ordinator. The summary of the program that appears in Liaison should be posted online, and the final program when available.

The website must be entirely bilingual. It may be possible to use previous years' websites as models for the French version when the English version does not really change (the 2008 site was prepared by francophones). If the Local Arrangements Committee does not have a bilingual member, the translation should be done by professional translators and a budget item for translation (other than abstracts) should be planned. **Use of online translation tools, even for small phrases, is highly discouraged.**

ABSTRACT SUBMISSION SYSTEM

Since 2002, abstracts are submitted through an online system written (and administered from 2002-2008) at the Centre de recherches mathématiques (CRM). Previously a system had to be reinvented anew every year, and additionally, in 2001, we experienced problems with accents in French abstracts. Thus it was decided that a central location that

could easily deal with French was desirable. In addition, the file structure for abstracts is linked to a database used to construct the sessions, which then is converted into a Latex file system that produces the Program Book. In 2009 CRM charged the SSC \$1000 for this service; this fee should be negotiated with CRM and included in the budget submission.

The Program Chair must provide the list of invited sessions and session organizers to the Meetings Co-ordinator who forwards the information to the Systems Administrator (at CRM this would be Daniel Ouimet), to update the menu of invited sessions in the abstract submission system. The Meetings Co-ordinator also updates other information such as deadlines, and the emails of the Program Chair, the President of the Bilingualism Committee, and the President of the Student Presentation Awards. Once the system is ready and the meetings' website is also ready, the Meetings Co-ordinator contacts the Systems Administrator to open up the system.

When an abstract is submitted, an email confirming receipt is sent to the author. The abstract and other relevant information is also sent to the Program Chair and the Chair of the Bilingualism Committee who supervises the translation of abstracts. In addition, if the submission is from a student who wishes to be considered for the student prize, a copy is sent to the Chair of the Student Awards Committee. Three files are created when an abstract is submitted containing information about the paper (title of the presentation, mode of presentation, authors, etc.), the English abstract, and the French abstract. The student who does the translation (under the supervision of the Bilingualism Committee) is also responsible for entering or updating the information in the files.

There are two different links, one for contributed talks, and one for invited talks. When the deadline is passed, the Meetings Co-ordinator contacts the Systems Administrator to close the link for submission of contributed talks and requests the Local Arrangements Chair to modify the Call for Contributed Talks page on the website by eliminating the link to the online abstract submission system. The link to invited talks is may be kept open under a different name, which the Program Chair will give to speakers as necessary. Some Prize winners will only be known a few weeks after the deadline, and they would also use this "hidden" page.

ONLINE REGISTRATION SYSTEM

Since 2007, the SSC has centralized its online registration system at the CMS Office. The system centralizes the management of registration funds at the office, and allows for timely handling of meeting participants who become members through the meeting. The Meetings Co-ordinator, the Local Arrangements Chair, and the Treasurer have easy and instantaneous access to registration information for the meeting, the workshops, and the various social events. The Program Chair can find out if the speakers are registered by the set deadline.

The Meetings Co-ordinator is responsible for updating the information for the next meeting working with the Web Services Manager at CMS, presently Alan Kelm. The updates include the registration fees; number, type, and fees of workshops; type and prices of the social events, including meal choices. This yearly update is produced for a

fixed price provided the general structure of the charges remains the same. Changes beyond simple edits will incur additional costs to the SSC.

Presently Gertrud Jeewanjee, is the contact person at the office regarding registration. The meetings coordinator at CMS handles all email requests and processes all registrations, and maintains contact with the Local Arrangements Chair and the Meetings Co-ordinator. Payment is mostly done automatically through credit card transactions with PayPal, but special cases can be handled by the meetings coordinator at CMS. The contract with CMS is based on cost on a per registrant basis, but it does not include PayPal or credit card charges. The service also includes web access to full and partial lists for the various events of the meeting, preparation of registration forms to be filled onsite, preparation of registration envelopes containing name tags, and social event tickets that are sent to the Local Arrangements Committee in time for the meeting. This means that after a certain deadline, all new name tags must be prepared locally.

For onsite registration, forms containing all relevant information needed by the online registration system are manually filled in by the participants. The local meeting secretariat prints a name tag. In both 2007 through 2009, filled registration forms were kept and processed after the meeting. But the system provides the capability of having members of the local arrangements committee fill out the form online so that it can be processed during the meeting. This allows the production of official receipts during the meeting, and the possibility of solving problems with credit card numbers to be fixed as soon as possible. Moreover, the Local Arrangements Chair has online access to all of the information of each participant, including the receipt that was sent to them. This can be very useful in clarifying problems that might arise onsite from misunderstandings as to what exactly was purchased or ordered.

PROGRAM BOOK

The Program book is prepared in Latex and made up of five sections: information on the meeting, the list of committee meetings, the schedule of the meeting, the abstracts, and an index of speakers. The first section is prepared by the Local Arrangements Chair and the second is constructed by CRM (presently André Montpetit), on the basis of information prepared by the Secretary, transmitted by the Meetings Co-ordinator. The third and fourth sections are the result of the translation of the Filemaker database information on the various sessions into Latex files by a program designed at CRM. Much editing must be performed at CRM to achieve the quality that has been produced in the last few years. The last section contains two indices of authors, one referring to session number and the other referring to the page of the abstract. This service is graciously offered by CRM and easily takes up to a week of André Montpetit's time, as well as some of Daniel Ouimet's time to convert the Filemaker database into the Latex files; it should be scheduled well in advance and deadlines should be followed.

From 2004 to 2006, the information on the sessions in the Filemaker database had been entered by the Local Arrangements Chair. In 2007 and 2008, it was entered by the Meetings Co-ordinator, and in 2009, by the Program Chair. Most of the information comes from the Program Chair, i.e., the session number, the title (in both languages), date and time, the chair and organizer with affiliations, and the speakers in the order that they will speak. Only the location of the session comes from the Local Arrangements Chair.

But even then, the rooms available are usually the same throughout the meeting and if the Local Arrangements Chair communicates the size of each room to the Program Chair, the room selection can be done by the Program Chair. Nevertheless, given the time needed to get used to the system, it may be useful that this information be entered by the Meetings Co-ordinator who does not change every year. Depending on the size of the meeting, this operation takes a few days.

Timing is important to produce the Program book. The database is in fact two linked tables, one for papers and one for sessions. For each paper, there is information about the title of the presentation, the mode of presentation, and the authors. Separately, there are the French and English abstracts (see the abstract submission system section). These three parts (the two abstracts and the rest of the information) reside in distinct files on the CRM computer system before being transferred to the Filemaker database. It is possible to transfer the data in two distinct steps: first transfer the information on each talk, and later transfer the two abstracts. This allows entering the sessions in the database at the same time as the abstracts are being translated, thereby speeding up the entire process. But this means that the translation team must first concentrate on the translation of all titles of talks rather than translating the title and the abstract of each talk one after another. Inevitably, given that the information is individually entered by each author, rules about capitalization or affiliation are not uniform and need to be edited to achieve the required level of quality. This can either be done by the student who does the translation directly in the files on the CRM computer system or done within the database. It is important to note that all information in the original file or in the Filemaker database will eventually be entered into a Latex file and so all special symbols or any mathematical symbols must be readable by Latex. In particular a percentage sign (%) will comment out the rest of the text in an abstract. So, once the information for each talk is complete (including the translation of the title, but not necessarily the abstract), the Program Chair has constructed the sessions, scheduled them, and selected the session chair, the information about the talks can be downloaded into the database so that the sessions can be entered. It is important to note that the titles of the sessions must also be translated, but presumably this has already been done for the Liaison article. Once the information is downloaded into the database, new talks can only be added directly in the database, e.g., the Prize talks which are determined later.

When all information about the talks and the sessions has been completely entered into the database, it is sent back to CRM. At this point, the abstracts in both languages can be merged with the talks and the sessions in the Filemaker database. Some checks are made to make sure that the abstracts and the talks match. Finally, the database is converted to Latex files and André Montpetit can start the production of the Program book. After adequate proofreading, a PDF file is sent to the Local Arrangements Chair to be put on the website, printed (if appropriate), or copied to USB keys (if appropriate). The Local Arrangements Chair should determine the timeline as early as possible, because this affects deadlines for abstract submission and required registrations.

~~OF THE MEETING SCHEDULE~~

The Program Chair is responsible for the meeting schedule. Speakers may submit their contributed talk to a section or to a general category. The Program Chair organizes the

general contributed talks into sessions, usually delegating this task to the Section Presidents for the sections' contributed paper sessions. In some cases, the Program Chair will reorganize some of the sessions to minimize the number of sessions with much fewer than six talks. The Program Chair must also ensure that the students taking part in the student presentation award competition be scheduled in sessions taking place early in the meeting since the winners must be selected in time for the Tuesday Banquet. Moreover, this information must be communicated to the Student Presentation Award Committee Chair.

In scheduling the special addresses, the invited and contributed paper sessions, the Program Chair will pay attention to some traditions (see the next section), and will try to maintain an exciting program up to the end, so as to maximize the chances that most participants will remain to the end. The schedule should be such that the number of competing sessions likely to interest the same audience be kept to a minimum. Trying to restrict the number of invited and contributed paper sessions to one per section per time slot is a useful goal, but it is sometimes not sufficient. Once a draft schedule is constructed, it is a good strategy for the Program Chair to imagine him/herself as a member of each section, or as a student, or as a practicing accredited statistician and decide what sessions they would likely be attending in each time slot. This may suggest some changes to the Program.

The numbering system of the sessions was started in 2004 by Christian Genest and has been used since then. Each time slot has a number, and each different session is distinguished by a different letter, e.g. 1A-1F, 2A-2E, etc. Plenary sessions last 60-75 minutes, depending on the length of the introduction of the speaker. Parallel invited or contributed paper sessions last 90 minutes. When a single speaker is scheduled in such a session (e.g., the Isobel Loutit Address), the talk should be limited to 60 minutes. Unless a discussant is included, the session should be of 60 minutes duration in the 90 minutes time slot. The Program Chair must bear in mind that the case studies in data analysis posters must be scheduled on Monday as the winners must be selected in time for the Tuesday Banquet.

Schedule of Mandatory Events:

The Society has traditionally held three-day meetings. Many members feel that attendance will diminish toward the end of a longer meeting. However, the increasing variety of sessions now being generated is creating an uncomfortable number of competing sessions. The Society is looking for creative ways to overcome this dilemma. Following are guidelines for our traditional three-day schedule, along with suggestions for a four-day meeting. Regardless of the meeting length, the Program Chair is urged to schedule high-profile talks on the last day to maintain attendance. Recently, one such example has been the scheduling of the CRM-SSC Prize winner's talk in the first session of the last day as a plenary talk. Debates and sessions on controversial topics have also been mentioned as effective ways of maintaining attendance.

Schedule for a Three Day Meeting:

Day minus One

Evening: Executive Committee Meeting

Day Zero

Morning: Committee Meetings
Workshops
Afternoon: Board of Directors
Evening: Opening Reception

Day One

Morning: Welcome and Awards Announcements
Presidential Invited Address
Late Afternoon: Section Annual General Meetings
Evening: BBQ (free for students)
Other optional social events.

Day Two

Morning: Gold Medalist Address
Late Afternoon: Annual General Meeting
Evening: Banquet

Day Three

Afternoon: CRM-SSC Prize Address
Late Afternoon/Early Evening: Board of Directors
Evening: Executive Committee Meeting

Note: The Board of Directors and Executive Committee Meetings may take place in the morning and early afternoon of Day Four if Day Three goes late, but consider the cost to participants of an extra day at the meeting.

Schedule for a Four Day Meeting:

Day minus One

Evening: Executive Committee Meeting

Day Zero

Morning: Committee Meetings
Workshops
Afternoon: Board of Directors
Evening: Opening Reception

Day One

Morning: Welcome and Awards Announcements
Presidential Invited Address
Late Afternoon: Section Annual General Meetings
Evening: BBQ (free for students)

Day Two

Morning: Gold Medallist Address

Day Three

Afternoon: Annual General Meeting

Evening: Banquet

Day Four

Morning: Special Invited Paper

Afternoon: CRM-SSC Prize Address

Late Afternoon/Early Evening: Board of Directors

Evening: Executive Committee Meeting